

Highly Qualified Teacher Requirements
Office of Educator Licensing and Development / Accreditation
Indiana Department of Education
Indiana's Highly Qualified Teacher web site: <http://www.doe.in.gov/hqt/>

Section 1

Overview

The United States Department of Education is currently monitoring each State to assess progress in meeting the highly qualified teacher goal, and to assure compliance with the requirements of *Elementary and Secondary Education Act (ESEA) Title II, Part A*. The purpose of *ESEA Title II, Part A* **is to help States and school districts ensure that all students have effective teachers; that is, teachers with the subject-matter knowledge and teaching skills necessary to help all children achieve to high academic standards, regardless of individual learning styles or needs**. In this regard, the program provides funding to help States and districts recruit, train, reward, and retain effective teachers. *Title II, Part A* and *Title I, Part A* also place particular emphasis on the need for States and districts to ensure that teachers of core academic subjects meet certain minimum requirements. The requirements to be considered "highly qualified" are that teachers hold at least a bachelor's degree, be fully licensed by the State, and demonstrate content knowledge in each subject they teach. All State educational agencies (SEAs) that receive *Title I, Part A* funds are required to develop and implement a plan to have all teachers of core academic subjects highly qualified.

Section 2

Who Must Accomplish the Highly Qualified Teacher (HQT) Requirements?

Public, elementary, general and special education teachers (grades K-6th) who are the primary instructors of elementary content.

Public, secondary, general and special education teachers (grades 6th-12th) who are the primary instructors of core academic: language arts/reading/English, science, math, history, geography, economics, civics and government, foreign languages, music, art, and theater.

Transition to Teaching permit, general education teachers teaching elementary content or a core academic subject.

Transition to Teaching permit, special education teachers teaching elementary content or a core academic subject to special education students.

Note: Emergency permit teachers may not be counted as highly qualified.

Section 3

Highly Qualified Requirements for Elementary & Special Education Teachers (grades K-6th)

To be highly qualified, general and special education elementary teachers must have:

- 1) Earned a bachelor's degree;
- 2) Earned a valid Indiana teaching license or a valid Transition to Teaching permit;
- 3) Demonstrated subject matter knowledge in one of the following ways:
 - Passed the PRAXIS II exam #10011 or the National Teacher Exam (NTE) #20010
 - Earned 100 points in elementary content using the HOUSSE rubric.

Section 4

Highly Qualified Requirements for Licensed Secondary, General and Special Education Teachers (grades 6th—12th)

To be highly qualified, general and special education, secondary teachers must have:

- 1) Earned a bachelor's degree;
- 2) Earned a valid Indiana teaching license or Transition to Teaching permit;
- 3) Demonstrated subject matter knowledge in one of the following ways for EACH core academic subject taught:

- Passed PRAXIS II or the NTE specialty exam
- Earned 24 credit hours or a bachelor's degree
- Earned National Board for Professional Teaching Standards (NBPTS) certification
- Earned a graduate degree in the CAS
- Earned 100 points in the CAS using the HOUSSE rubric

Section 5

Special Education Teachers

Licensed special education teachers who are the primary instructors of elementary content to special education students must meet the highly qualified requirements for elementary teachers. Licensed special education teachers who are the primary instructors of a core academic subject(s) to special education students (grades 7th-12th) must meet the highly qualified requirements for secondary teachers.

Licensed special education teachers who reinforce instruction; provide consultation (adapt curricula, use behavioral supports & interventions, select appropriate accommodations); teach life or functional skills, study skills, or community-based instruction, do not have to demonstrate subject matter i.e., pass PRAXIS II, complete the HOUSSE, etc. These special education teachers do not have to meet the highly qualified teacher requirements per ESEA.

Praxis II exams and Special Education Teachers:

Special education teachers who pass the "high school level" Praxis II exam in a core academic subject are highly qualified to teach that subject to grades K-12th special education students. Special education teachers who pass the "middle school level" Praxis II exam in a core academic subject are highly qualified to teach that subject to grades K-8th special education students. Special education teachers who pass Praxis II #10011 in elementary content are highly qualified to teach grades K-6th special education students.

New Special Education Teachers

Special education teachers new to the profession (taught less than one year while holding a valid Indiana teaching license) who teach multiple core academic subjects and who are highly qualified in either math, language arts/English, or science at the time they are hired, have two additional years after the date of hire to become highly qualified in all other core academic subjects they teach, including through use of the HOUSSE.

This exception of a NEW teacher using the HOUSSE (only teachers who have taught at least one year while holding a valid Indiana teaching license may use the HOUSSE as a means to become highly qualified), applies ONLY to teachers who teach exclusively to special education students and who are highly qualified in either math, language arts/English, or science at the time they are hired.

Section 6

Sixth Grade Teachers

Licensed sixth grade teachers must meet the highly qualified requirements for elementary teachers, regardless of whether they teach in a middle school. (See Section 3) Licensed middle school teachers must meet the highly qualified requirements for secondary teachers. (See Section 4)

Section 7

Information for Teachers of Core Academic Subjects

English as a New Language

English as a New Language teachers do not have to meet the highly qualified teacher requirements because “English as a New Language” is not considered a core academic subject.

Language arts/reading/English

If a teacher has met the highly qualified requirements for language arts/reading, the teacher has also met the highly qualified requirements for English as well. If a teacher has met the highly qualified requirements for English, the teacher has also met the highly qualified requirements for language arts/reading as well.

Music and Art Teachers

Elementary school teachers that have an elementary license and teach art and music to elementary school students may meet the highly qualified requirements for elementary school teachers. Licensed art and music teachers that teach art and music to elementary school students may meet the highly qualified requirements for junior high/middle and high school teachers. Note: Teachers who are highly qualified in the core academic subject that they teach at the middle or high school level are also highly qualified at the elementary level.

Science and Math Teachers

Science and math teachers who have passed the PRAXIS II or the National Teacher exam specialty test for any science or math subject that they are licensed to teach are highly qualified in science or math globally. Note that teachers can only teach what their license enables them to teach.

Social Studies

Social studies licensure includes the following core academic subjects: civics and government, economics, history, geography. Junior high and middle school social studies teachers who have passed the PRAXIS II 0089 “Middle School: Social Studies” exam are highly qualified. High school social studies teachers who have passed the PRAXIS II 10081 “Social Studies: Content Knowledge” exam are highly qualified. If using the HOUSSE to become highly qualified, secondary teachers assess all four subjects listed above at once, and not each one individually.

Section 8

Indiana Required Licensing Exams

Praxis II Exams & Licensure:

In Indiana, general education, licensed elementary teachers have been required to pass Praxis II #10011 for licensure since September 1, 1999 to present day. General education, elementary teachers who earned a Standard teaching license during this time, have met the highly qualified teacher requirements (earned a bachelor’s degree & valid teaching license, & passed Praxis II #10011). A copy of the teacher’s Standard teaching license **documents** that the teacher met the requirements.

In Indiana, general education, secondary teachers licensed in a “core academic subject” have been required to pass Praxis II exams in that subject since September 1, 1999 to present day. General education, secondary teachers who earned a Standard teaching license during this time, have met the highly qualified teacher requirements (earned a bachelor’s degree & valid teaching license, & passed Praxis II in the core academic subject). A copy of the teacher’s Standard teaching license **documents** that the teacher met the requirements.

National Teacher Exams (NTE) & Licensure

In Indiana, passing the NTE #20010 was a requirement for licensure from July 1, 1986 to September 1, 1999. General education, elementary teachers who earned a Standard teaching license during this time have met the highly qualified requirements. A copy of the teacher’s Standard teaching license **documents** that the teacher met the requirements.

In Indiana, passing the NTE specialty area exam in the “core academic subject” was a requirement for secondary licenses from July 1, 1986 to September 1, 1999. Secondary teachers of core academic subjects who earned a Standard teaching license during this time have met the highly qualified requirements. A copy of the teacher’s Standard teaching license **documents** that the teacher met the requirements.

For more information about Indiana’s Praxis II exams and passing scores, see Indiana’s Highly Qualified Teacher web site: <http://www.doe.in.gov/hqt/>.

Section 9

Out of State Teachers

If a teacher from out of state has passed another state’s licensing exam in elementary content or a core academic subject, school corporations may count that teacher as having met Indiana’s highly qualified requirements. To **document** this, school corporations may keep on file a copy of the teacher’s license

and a document that shows that the teacher passed the other state's licensing exam.

If a teacher from out of state completed another state's HOUSSE to become highly qualified for that state, school corporations may count that teacher as having met Indiana's highly qualified requirements. To **document** this, ***school corporations may keep on file a copy of the teacher's license and the completed HOUSSE.***

Section 10:

Documenting Teachers' Highly Qualified Accomplishments

Documentation for Elementary & Special Education Teachers (Grades K-6th)

Elementary Teachers who earned a Standard teaching license in elementary education before July 1, 1986, and elementary special education teachers (K-6th), who are the primary instructors of elementary content:

- ☐ A copy of the teacher's license; and
- ☐ A copy of having passed the Praxis II #10011; or
- ☐ A completed HOUSSE which shows that the teacher earned 100 points in elementary content.

General Education, Elementary Teachers who earned a Standard teaching license in elementary education from July 1, 1986 to September 1, 1999: A copy of the teacher's Standard teaching license documents that the teacher has met all three highly qualified teacher requirements: earned a bachelor's degree and valid teaching license, and passed the NTE exam #20010.

General Education, Elementary Teachers who earned a Standard teaching license in elementary education from September 1, 1999 to present day: A copy of their Standard teaching license documents that they have met all three highly qualified teacher requirements: earned a bachelor's degree and valid teaching license, and passed the PRAXIS II #10011.

Transition to Teaching, General and Special Education, Elementary Teachers (grades K-6th): Valid Transition to Teacher permit and a copy of having passed the Praxis II exam documents that that teacher met the highly qualified requirements.

Out of State, Elementary Teachers:

- Copy of the teacher's license; and
- ☐ Copy of having passed the other state's licensing exam; or
- ☐ Copy of having passed Indiana's Praxis II #10011; or
- ☐ A completed HOUSSE (other state's or Indiana's) in which the teacher earned 100 points in elementary content.

Documentation for Secondary, General & Special Education Teachers (grades 6th-12th)

Secondary General Education Teachers who earned a Standard teaching license, in the "core academic subject," from July 1986 to August 1999 may use their teaching license as documentation of having met the highly qualified teacher requirements (earned a bachelor's degree, teaching license, and passed the NTE specialty exam for the core academic subject licensed to teach).

Secondary General Education Teachers who earned a Standard teaching license, in the “core academic subject,” from September 1, 1999 to present day may use their Standard teaching license as documentation of having met the highly qualified teacher requirements (earned a bachelor’s degree, teaching license, and passed the PRAXIS II specialty exam for the core academic subject licensed to teach).

Special Education Teachers who teach a core academic subject to 7th to 12th grade special education students, & Secondary General Education Teachers who were not required to take a licensing exam:

- Copy of the teacher’s license; and
- Documentation showing that the teacher has accomplished one of the following:
 - Passed Praxis II for the core academic subject;
 - College transcripts showing the teacher has earned 24 credit hours in CAS;
 - College transcripts showing the teacher earned a graduate degree in CAS;
 - National Board for Professional Teaching Standards certification in the core academic subject; or
 - Completed HOUSSE rubric that shows that the teacher earned 100 points for the core academic subject.

Secondary Transition to Teaching Permit Teachers:

- Valid Transition to Teaching permit; and
- Documentation showing the individual has passed the PRAXIS II exam in CAS; or
- College transcript documenting 24 credit hours in CAS; or
- College transcript documenting a graduate degree in CAS.

Note: HOUSSE is not an option for Transition to Teaching permit teachers.

Secondary Out of State Teachers:

- Copy of teaching license; and
- Copy of having passed the other state’s licensing exam or the other state’s HOUSSE; or
- Document showing with Indiana highly qualified teacher requirement was met.

Section 11

Highly Qualified Teacher Data Collections

Indiana Department of Education has two data collections each year:

1) Certified Employee/Certified Position data collection

Data collected in the fall

2) Certified Position Highly Qualified Verification Data Collection

Data collected in the spring

Resources

Indiana’s Highly Qualified Teacher web site: <http://www.doe.in.gov/hqt/>

Questions

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